

**SALEM SCHOOL BUILDING/CONSTRUCTION COMMITTEE
MEETING MINUTES
OCTOBER 17, 2012**

Attending:

Elbert Burr, Chairperson
William Weinschenker
Steve Buck
Allyson Geida
Robert Green
Diane Weston, Recording Secretary

Guests:

Donald Bourdeau
John Ireland, Robert Washburn – Silver/Petrucelli
Joseph Orofino – Salem School Superintendent
Stephen Connelly – Fuss O'Neill
Ronald Stacy, Robert McCabe, Peter Cary -
Millennium Builders

Absent: John Bernier

Chairperson Elbert Burr opened the meeting at 7:10 P.M.

1. Approval of Minutes

M/S/C (Weinschenker/Buck) to approve the October 3, 2012 minutes as presented.

Vote: Approved unanimous.

2. Additions & Revisions

None

3. Introduction of key parties involved in the renovation project.

Introductions were made by parties involved in the project.

4. General discussion of overall scheduling covering contractor setup by location, on school and town property, proposed start of work, abatement plans covering layout of secured area, hours of work and security badges.

*See Notes

5. Procedures for communications between general contractor, the town's owner's representative, architect and building committee. Location of office facilities for owner's representative, which includes phone, computer, and layout area for construction plans.

*See Notes

6. Weekly or biweekly production meetings covering progress reports, problems and scheduling.

*See Notes

7. Items of key importance, abatement procedures and scheduling, change orders and procedures and selection of roofing material.

*See Notes

Notes: content taken in order as discussed in the meeting:

Robert McCabe from Millennium Builders presented two separate schedules of work for the renovation. Millennium preference is for the schedule that was printed in “brown”.

Power will be available from the old library; garden will be removed and stone put in place for parking.

The abatement schedule was discussed; the work will be done in phases and in the evening while school is in session. Fuss O’Neil is handling the abatement permits with the state.

Work areas will be fenced off outside using visible barrier on fencing.

Phase 1: The 1940 area will be worked on first.

Phase 2: A temporary wall will be added by the lower bathrooms. The occupant load for use of rooms and gym was discussed. Silver Petrucelli will provide a temporary egress document for Phase 2 once this Phase is agreed to.

Phase 3: Classrooms slated for work will need to be cleared of contents; shifting of classes discussed to free more space while school is still in session. Possible adding the kindergarten areas to Phase 1, the abatement can be done at the same time.

Millennium asked if any areas can be given to them before the end of school for work, they would like to get as much done as they can because the schedule is very tight for the summer work.

Discussion took place about the ordering of items (ex. windows) and on site storage. Millennium will contact subcontractor and finalize the bid pricing and their selection of subcontracts. We discussed the possibility of roof change orders and Millennium will prepare costs proposals based on our discussion.

The second meeting to discuss scheduling will be scheduled for the near future.
The lot at the old library needs to be cleared for set up.

Discussion took place on the possible start date. (Wednesday October 31, 2012)
Millennium will begin work ten days after signed contract is received.

The advertisement was placed for the owner’s representative. Joseph Orofino and Donald Bourdeau will make sure an area is available in the school.

Change orders were discussed. Parties will be contacted in order: Owner’s Representative, Superintendent, Architects, and Committee. Millennium will provide a breakdown of the work. Emails with pictures can be done for submittals to expedite the process.

The signed contract is needed as soon as possible.

The next meeting with Millennium, Silver/Petrucelli, Joseph Orofino, Donald Bourdeau and the Committee will be on November 7, 2012 at 7:00 PM, Salem School Library.

8. Committee's additional questions or suggestions.

J. Ireland mentioned "Trimco", the preferred roofing material selected by the committee. Millennium will research expense of the material and report back to the committee.

S. Buck expressed concern for who has the authority for approving the change orders.

9. Public Comment

None

10. Adjournment

M/S/C (Green/Buck) to adjourn meeting at 8:50 PM.

Vote: Approved unanimously.

Respectfully Submitted,
Diane Weston
Recording Secretary